

**Department of Energy**  
**West Valley Demonstration Project (WVDP) Phase 1B**  
**Draft Solicitation No. 89303323REM000116**

**Site Tour General Rules and Logistics**

**Clothing:**

Proper PPE is required on site: Yellow Safety vests will be provided or please bring your own.

NOTE Flip-flops, sandals, crocs, or similar footwear is not approved for entry into the secured area.

**Minimum Required Body Protection**

Minimum required body protection shall be worn by all personnel at the WVDP Site excluding the Ashford Office Complex (AOC).

Minimum required body protection consists of:

- A. Shirt with sleeves of 4" or greater.
- B. Long pants.
- C. Sturdy work shoes with following attributes:
  1. Appropriate tread for walking conditions.
  2. Closed toe, top, sides, and heel.
  3. Heels no greater than 2" high.
  4. Above the ankle.
  5. Constructed of leather or similar material.

**Required documents:**

You must have two physical and current forms of identification: at least one must be a primary form of identification.

If the names on your forms of ID do not match, you will need to bring the appropriate linking documentation, such as a marriage license or court order, that shows the change in names.

**Primary/Secondary Form(s):**

- See Attached WV-5004
- See Attached WV-5004

**Unacceptable Forms:**

Identity documents that will not be accepted include:

- Student ID card (from any university).
- Company ID card.
- Gun or firearms permit.
- License to carry.
- Hunting or fishing permit.
- Facility badge.
- Temporary driver's licenses.

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- Selective service card.
- Foreign driver's license (other than Canada).
- Library card.
- Temporary PIV card.
- Marriage license (but this can be shown when there are different names on a birth certificate and a current driver's license, for example).

**Inspection of Hand Carried Items:**

All personnel entering the site and Ashford Office Complex (AOC) are subject to package inspections when entering or exiting the site. This includes purses, lunch boxes, briefcases, toolboxes, and other packages. Any wrapped gifts must be opened. Please make all hand-carried items available to Security when asked. All hand-carried items are required to be tagged with the owner's name and extension.

**Prohibited Articles:**

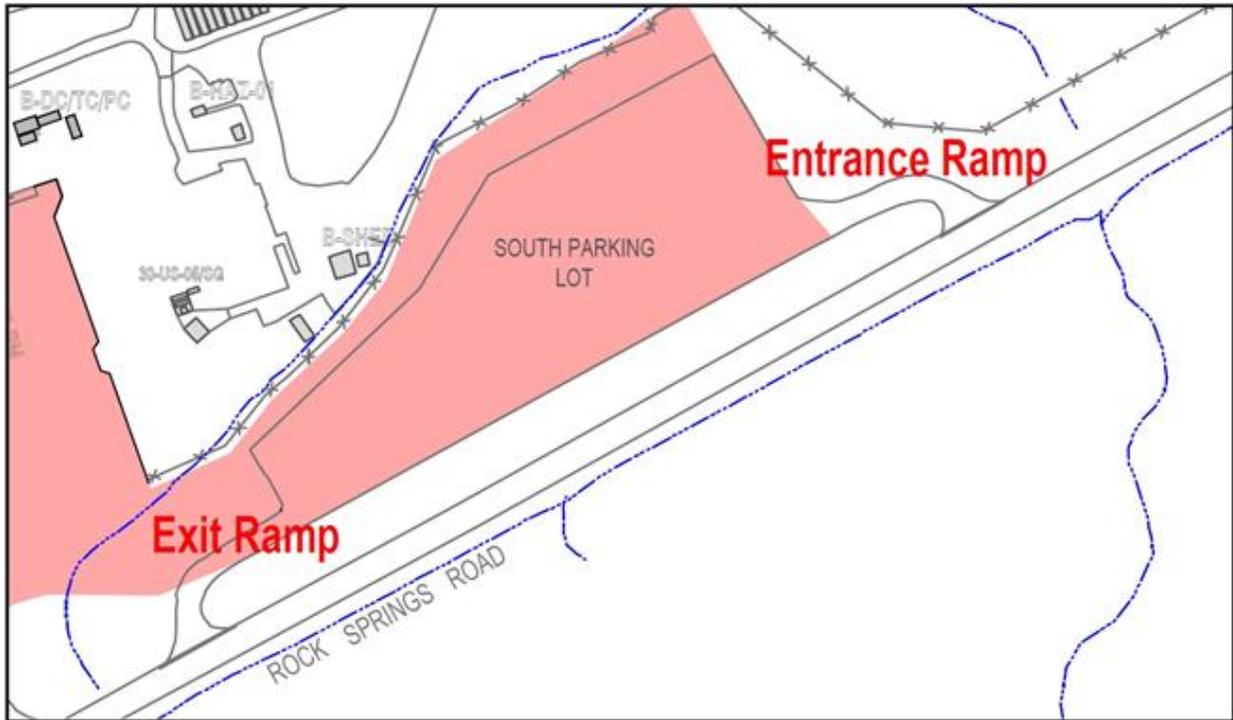
The following items are prohibited on site and in parking lots:

- Firearms, other dangerous or deadly weapons, explosives, incendiary and explosive devices.
- Privately-owned recording equipment consisting of audio, video, optical, or data.
- Privately-owned electronic equipment with a data exchange port capable of being connected to automated information system equipment and other data recording equipment.
- Privately-owned radio frequency transmitting equipment.
- Privately-owned computers, personal digital assistant (PDA), and associated media. Cell phones are allowed on site. However, use of the audio/video recording features are not allowed unless approved by the Safeguards and Security manager.
- Controlled substances including illegal drugs and associated paraphernalia not to include prescription medication.
- Any pepper spray or chemical mace product.
- Other items prohibited by law or considered detrimental to the site.

**Parking Lots:**

- Parking will be in the South Parking Lot.
- The parking lot speed limit is 10 mph. Be careful when driving or walking in the parking lots.
- Do not park in designated parking spaces labeled NYSERDA, disabled, visitor, or reserved unless you are given permission, or are necessary based on individual need. Park in general parking areas only.
- Follow all configurations of the lot. Do not pull through a spot. Do not park in the opposite flow of traffic.

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**Vehicle Safety:**

The following list describes important vehicle safety procedures to be followed:

- Seat belts must be worn at all times while operating or riding in a motor vehicle on site (or in the parking lots).
- All posted speed limit signs must be obeyed.
- Any vehicle leaking fluid will not be permitted on site. If your vehicle is leaking fluid in the parking lot, you may be requested to move your vehicle out of the lot.
- Cell phone use is prohibited while driving any vehicle on site (or in the parking lots, hands free is acceptable).

**Control of Visitors:**

Visitors must be processed at an access control point (Main Gate) by Security to ensure access has been approved, identification has been verified, and if applicable, the WVDP Safety Briefing requirements have been completed.

**Visitors with a Homeland Security Presidential Directive 12 (HSPD-12) Badge:**

A valid HSPD-12 Badge will be accepted as the single source of identity verification. SOs will:

- Compare the photo on the badge to the person wearing the badge, to ensure accurate identification.
- Ensure that each badge is displayed properly on the outer garment and worn above the waist in the center of the body.

**Visitors without an HSPD-12 Badge:**

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Visitors without an HSPD-12 Badge are required to provide proof of identify per the Real-ID Act requirements identified on Form WV-5004, “WVDP Visitor and Subcontractor Site Access Requirements.” Authorized visitors will be issued a Local Site Specific Only (LSSO) Visitor Badge.

**WVDP Site Safety Training Requirements:**

- A Safety Briefing is required for visitors entering the WVDP site-controlled area.

**WVDP Site Escorted Access:**

- Escorted access is required in the WVDP site-controlled area.

**AOC Visitor Access:**

- Visitor access is granted for the AOC building only.
- An escort must be assigned and responsible for the visit.
- Visitors may move about the AOC in designated areas (i.e., the office they are assigned, offices necessary for the visitor to conduct work, and restrooms) without an escort.
- The Visitor badge must be returned to Security daily.

**Sign-in Requirements for Visitor Access:**

- All visitors are required to sign the Visitor Register, WV-2110 in and out at the WVDP Site and AOC.
- All visitors are required to review the listing of Prohibited Articles and acknowledge they possess any of the items identified.

**Search Requirements for Access:**

- All hand carried items are subject to search to ensure that prohibited articles are not brought into the WVDP site or AOC.
- At the WVDP site, metal detector inspections will be conducted on a random basis (random generator device). If a random generator device indicates a RED selection, a search of person will be conducted using a hand-held metal detector and a search of hand carried items will occur.
- A visual search will be performed avoiding contact with personal hygiene items except when an item poses an immediate threat.
- Individuals who refuse to allow an inspection of their hand carried items or scanned with a handheld metal detector will not be granted access.

**Reasons for Denied Visitor Access:**

- A visitor’s denied access to the WVDP site or the AOC may include, but are not limited to, the following:
- The visit was not approved.
- An acceptable form of photo identification as listed on Form WV-5004, “WVDP Visitor and Subcontractor Site Access Requirements,” could not be provided.
- The visitor refused to allow an inspection of their hand carried items.
- The visitor appears to be under the influence of drugs or alcohol.

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- The visitor is confrontational.
- The visitor acts suspicious.
- The Security Conditions (SECON) at the site may require an increase in access control measures on site.
- Visitor was in possession of Prohibited Article(s) without prior authorization.

**Foreign National Visit (IAW SEC-015):**

Foreign national access requests to WVDP sites, information, or technologies will be reviewed based on all the information provided and any potential impacts on site or program operations. A determination of access approval is required before each access request is granted and must ensure that any identified risk to the Government associated with the access granted has been appropriately evaluated and mitigated, including a review against the Science and Technology (S&T) Risk Matrix. All access approvals must be made by U.S. citizens, are valid for the duration of access request, and must be documented in the Foreign Access Central Tracking System (FACTS) no later than the first day of access.

- It is recommended that the request be made 45 days prior to the visit to ensure adequate time for completion of indices checks.
- Additional information is available upon request.